



## Membership Contributions

To read your **Handbook**, Bunker Hill's By-Laws and Policies. The Handbook can be found in the Files section of the All Classes Yahoo group.

To have all necessary **forms completed** and turned in on time.

To **pay tuition** on time. Tuition is due in advance each month at the membership meeting and becomes delinquent on the second of the month. A \$20 late fee will be added if tuition is not received by the 10th of the month.

To **participate in the classroom** as indicated on the work schedule. Please arrive 10 minutes early on your teaching day so that school can begin on time. If you are late to your teaching day, or late to pick up your child, you will be given a warning. If you continue to be late, a fee will be due. If you are unable to find a sub to cover your teaching day, a sub fee will be due.

To **attend the monthly evening membership/parent education meetings**. These meetings (3<sup>rd</sup> Wednesday of the month, 7-10pm) ensure that our school operates efficiently by keeping all members informed on school related topics. Class meetings occur as well.

To complete **one weekend clean up**. Instructions for this job are in the BH handbook and are also posted in each of the three rooms at school. We do offer an option to buy-out of your weekend clean up.

To complete your **assigned job** as arranged with the Jobs Coordinator. We do offer an option to buy-out of your job.

To do your part and to complete any and all **phone tree** messages.

To **set-up/clean-up or provide a snack** for two membership meetings during the year. A sign-up sheet will be posted at the first membership meeting.

To donate/ or procure a donation for our annual **Winter Fest Silent/ Live Auction**, held usually in February.

To participate in the annual **Spring Carnival/Community Outreach event**.

To give 4 weeks (one month) **written notice** if you are planning to leave the school. During this one month period **you are responsible** for tuition, your school job, and all scheduled work days.

**Tell a friend about Bunker Hill!**

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